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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

August 21, 1942

ADMINISTRATOR'S MEMORANDUM NO. 16 ✓

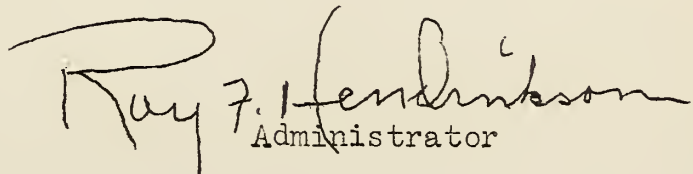
Supplement A

Liaison Representatives with ACAA

In Administrator's Memorandum No. 16 dated July 8, I mentioned that ACAA would designate liaison representatives to represent the over-all ACAA organization in contacts with our commodity branches. I have received a memorandum from Mr. J. Joe Reed, Assistant to the Administrator of ACAA, dated August 17, 1942, designating the following:

A. W. True	(Dairy and Poultry Branch (Livestock Branch
F. H. Whitaker	Cotton Branch
E. A. Johnson	Tobacco Branch
G. A. Kublin	Grain, Feed and Seed
C. G. Wooster	Fruit and Vegetable Branch

Mr. Reed suggests that when any of the above-named gentlemen is not available, we may look upon Mr. Orr or Mr. Reed as alternates to serve in his stead.


Administrator

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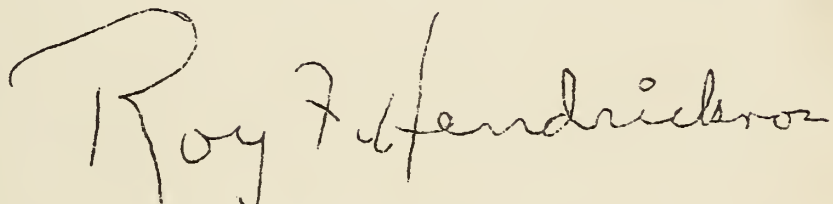
September 10, 1942

ADMINISTRATOR'S MEMORANDUM NO. 16

Supplement B

Committees of the Combined Food Board

A standing Committee on Sugar has been established by the Combined Food Board. Mr. W. G. Neal has been designated as our representative on this Committee with Mr. S. R. Smith as alternate.



Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Administration
Washington, D. C.

December 31, 1944

ADMINISTRATOR'S MEMORANDUM NO. 16
Supplement C

Food Advisory Committee

A Food Advisory Committee with the Secretary as Chairman has been appointed, consisting of representatives of the State, War and Navy Departments, the Office of Lend Lease Administration, the Board of Economic Warfare, the War Production Board, and the Directors of Food Production and Food Distribution.

The Food Distribution Administration will usually have at least two or three important problems before the Committee at each meeting. These problems will be concerned with over-all policy and programming. They will include such subjects as the following:

1. Over-all allocations of supplies as between various claimants.
2. Approval in principle of the issuance of major conservation, limitation, reservation or other orders affecting the distribution of supplies.
3. Recommendations regarding rationing of civilian supplies.
4. Establishment of principles relating to priorities and metal reserves, or otherwise facilitating maintenance or expansion of plants, equipment or packaging.
5. Establishment of principles involved in achieving economies in distributive services through standardization of products, simplification of distribution, or other means.

Material for these meetings must be complete and generally brief. When specific action is required, all necessary papers, such as communications, orders or directives should be prepared and ready for signature by the appropriate officials. In general these will take the form of recommendation from the Director, Food Distribution Administration, to the Secretary. The cooperation of Branch Chiefs and Regional Administrators in expediting our business before this committee will be appreciated.

In addition to his other responsibilities, Norman Gold is designated to assist the branches in initiating and preparing material for these meetings, scheduling advance meetings for their consideration by the Food Distribution Administration and other interested agencies, arranging for their inclusion on the agendas for the advisory committee, and bringing to the attention of the various branches matters which are likely to come up at succeeding meetings.

Norman Gold

